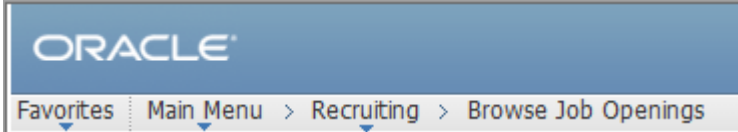

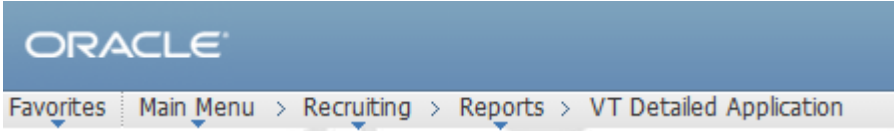
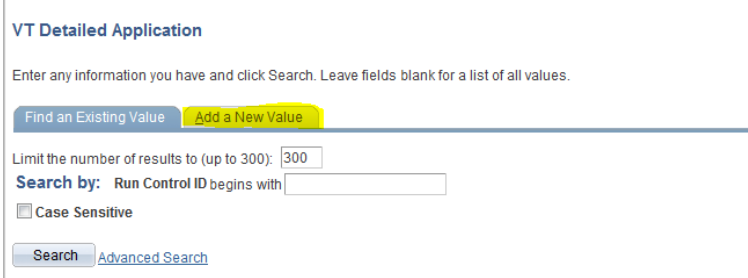




Recruiting in VTHR Downloading Applications & Attachments

Quick Reference Guide

Step	Action	
	The VT Detailed Application Report allows hiring managers to retrieve all applications and attachments for a job opening in one location, rather than opening and saving them individually.	The report compiles all routed applications into one document in a pdf format. All resumes and other attachments that applicants uploaded will also be pulled into the report results where they can be saved to a file on your desktop or shared drive.
1.	Login to your VTHR account. Navigate to Recruiting and find the job opening. Depending on your security settings your options may be Find Applicants, Find Job Opening or Browse Job Openings	
2.	Verify that you have received your Routed Candidate list and that the applicant's disposition is 050-Route.	
3.	Attachments submitted by applicants may be obtained by running the VT Detailed Application report. This report compiles all routed applicants into one pdf document and also gathers all of the attachments to be opened and/or downloaded from the report results. After confirming your applicants have been Routed to you, click on Main Menu > Recruiting > Reports then choose VT Detailed Application.	
4.	If you have not previously run a report in VTHR you will need to create a Run Control ID, This is a user name you will use each time you run a report in VTHR. After you have created this ID once, you will not have to do it again. Just enter your Run Control ID the next time you have a report to run. To create a Run Control ID, click on the Add a New Value Tab.	



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Step	Action															
5.	Create a Run Control ID of your choice. Users often choose to use their name or employee ID. Click on the Add button	<div><h3>VT Detailed Application</h3><div><div>Find an Existing Value</div><div>Add a New Value</div></div><div>Run Control ID: <input type="text" value="03223"/></div><div><div>Add</div></div></div>														
6.	<div>Enter the Job Opening ID number.</div> <div>Check the box to Include Attachments</div> <div>Click on RUN.</div> <div>You can run the report to receive all attachments for all applicants by leaving the applicant ID box blank. Or, you can run the report to obtain the application and attachments for a single individual by entering that applicant's ID in the search criteria box.</div>	<div><div>VT Runctl VTAPPLIC</div><div><div>Run Control ID: 03223</div><div>Report Manager</div><div>Process Monitor</div><div>Run</div></div><div>Language: <div>English</div></div><div><div>*Job Opening ID <input type="text" value="618023"/></div><div>Routed After <input type="text"/></div></div><div><div>Applicant ID <input type="text"/></div><div>Example: 09/24/12 02:48PM</div></div><div><div>Please leave blank for all</div><div><input checked="" type="checkbox"/> Include Attachments</div></div><div><div>Save</div><div>Notify</div></div><div><div>Add</div><div>Update/Display</div></div></div>														
7.	<div>In the Process Scheduler screen, verify that the Type is Web and the Format is PDF.</div> <div>Click on the OK button.</div>	<div><div>Process Scheduler Request</div><div><div>User ID 03223</div><div>Run Control ID 03223</div></div><div><div>Server Name <div></div></div><div>Run Date <input type="text" value="11/20/2015"/></div></div><div><div>Recurrence <div></div></div><div>Run Time <input type="text" value="8:19:52AM"/></div></div><div><div>Time Zone <input type="text"/></div><div>Reset to Current Date/Time</div></div><div><div>Process List</div><table><tr><th>Select</th><th>Description</th><th>Process Name</th><th>Process Type</th><th>*Type</th><th>*Format</th><th>Distribution</th></tr><tr><td><input checked="" type="checkbox"/></td><td>VTAPPLIC</td><td>VTAPPLIC</td><td>SQR Report</td><td>Web</td><td>PDF</td><td>Distribution</td></tr></table></div><div><div>OK</div><div>Cancel</div></div></div>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	VTAPPLIC	VTAPPLIC	SQR Report	Web	PDF	Distribution
Select	Description	Process Name	Process Type	*Type	*Format	Distribution										
<input checked="" type="checkbox"/>	VTAPPLIC	VTAPPLIC	SQR Report	Web	PDF	Distribution										



Step	Action	
8.	Click on the Process Monitor hyperlink.	
9.	<p>You should see your Process Request in the Process List. Your report will not be available until it has a Run status of Success and the Distribution Status is Posted. This may take a few minutes, depending on the number of applicants and attachments. Clicking the Refresh button every 20 -30 seconds.</p> <p>If the process has completed and the result is Success, Not Posted, that means an applicant has attached a “corrupt” document and the report will not run with attachments. At that point, you can run the report by unchecking the “Include Attachments” box and repeating the run process. You will be able to obtain the compiled applications, but will need to retrieve each applicant’s resume individually in the job opening.</p>	
10.	Once you see Success, Posted, click on the Details link.	


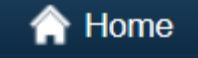


Step	Action																			
11.	Click on the View Log Trace hyperlink.	<div><div>Process Detail</div><div><div>Process</div><div><div>Instance</div>488337<div>Type</div>SQR Report</div><div><div>Name</div>VTAPPLIC<div>Description</div>VTAPPLIC</div><div><div>Run Status</div>Success<div>Distribution Status</div>Posted</div></div><div><div>Run</div><div>Update Process</div></div><div><div>Run Control ID</div>03223<div><div><input type="radio"/> Hold Request</div><div><input type="radio"/> Queue Request</div><div><input type="radio"/> Cancel Request</div><div><input type="radio"/> Delete Request</div><div><input type="radio"/> Restart Request</div></div></div><div><div>Location</div>Server</div><div><div>Server</div>PSUNX</div><div><div>Recurrence</div></div></div> <div><div>Date/Time</div><div>Actions</div></div> <div><div>Request Created On</div>11/20/2015 8:21:01AM EST<div>Parameters</div>Transfer</div> <div><div>Run Anytime After</div>11/20/2015 8:19:52AM EST<div>Message Log</div></div> <div><div>Began Process At</div>11/20/2015 8:21:15AM EST<div>Batch Timings</div></div> <div><div>Ended Process At</div>11/20/2015 8:21:23AM EST<div>View Log/Trace</div></div> <div><div>OK</div><div>Cancel</div></div>																		
12.	<div>The File List contains the Detailed Application Report and all attachments.</div> <div>The link with the title “vtapplic” is the Detailed Application Report.</div>	<div><div>View Log/Trace</div><div><div>Report</div><div><div>Report ID</div>426255<div>Process Instance</div>488337<div>Message Log</div></div><div><div>Name</div>VTAPPLIC<div>Process Type</div>SQR Report</div><div><div>Run Status</div>Success</div><div>VTAPPLIC</div></div><div><div>Distribution Details</div><div><div>Distribution Node</div>HRPRD<div>Expiration Date</div>11/27/2015</div></div><div><div>File List</div><table><thead><tr><th>Name</th><th>File Size (bytes)</th><th>Datetime Created</th></tr></thead><tbody><tr><td>SQR_VTAPPLIC_488337.log</td><td>2,721</td><td>11/20/2015 8:21:23.802325AM EST</td></tr><tr><td>Washington_George_ATT_7679_1_GW_college_transcript.pdf</td><td>105,479</td><td>11/20/2015 8:21:23.802325AM EST</td></tr><tr><td>Washington_George_RES_223_33_3677_GW_admin_srvcs_resume.pdf</td><td>105,479</td><td>11/20/2015 8:21:23.802325AM EST</td></tr><tr><td>vtapplic_488337.PDF</td><td>63,579</td><td>11/20/2015 8:21:23.802325AM EST</td></tr><tr><td>vtapplic_488337.out</td><td>2,781</td><td>11/20/2015 8:21:23.802325AM EST</td></tr></tbody></table></div><div><div>Distribute To</div><div><div>Distribution ID Type</div>*Distribution ID</div><div><div>User</div>03223</div></div><div><div>Return</div></div></div>	Name	File Size (bytes)	Datetime Created	SQR_VTAPPLIC_488337.log	2,721	11/20/2015 8:21:23.802325AM EST	Washington_George_ATT_7679_1_GW_college_transcript.pdf	105,479	11/20/2015 8:21:23.802325AM EST	Washington_George_RES_223_33_3677_GW_admin_srvcs_resume.pdf	105,479	11/20/2015 8:21:23.802325AM EST	vtapplic_488337.PDF	63,579	11/20/2015 8:21:23.802325AM EST	vtapplic_488337.out	2,781	11/20/2015 8:21:23.802325AM EST
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Recruiting in VTHR **Downloading Applications & Attachments**

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Step	Action							
13.	<p>The listed file names correspond to the documents listed in each application in the “Additional Attachments” section.</p> <p>Click on a document to open and view it.</p> <p> To quickly save a document to your desktop, right click over the file name and choose “Save target as...”. A dialogue box will open where you can choose a destination for the saved document.</p> <p>If an applicant has uploaded a bad or corrupt file, the attachment may not be available on the report.</p>	<p>Documents listed in Detailed Application Report:</p> <table> <tr> <td>Washington_George_ATT_7679_1__GW_college_transcript.pdf</td><td>105,479</td><td>11/20/2015 8:21:23.802325AM EST</td></tr> <tr> <td>Washington_George_RES_223_33_3677_GW_admin_srvcs_resume.pdf</td><td>105,479</td><td>11/20/2015 8:21:23.802325AM EST</td></tr> </table> <p>Documents listed in individual’s application:</p> <p style="text-align: right;">RESUME</p> <p>Attached user file : GW_admin_srvcs_resume.pdf</p> <p style="text-align: right;">ADDITIONAL ATTACHMENTS</p> <p>GW_college_transcript.pdf</p>	Washington_George_ATT_7679_1__GW_college_transcript.pdf	105,479	11/20/2015 8:21:23.802325AM EST	Washington_George_RES_223_33_3677_GW_admin_srvcs_resume.pdf	105,479	11/20/2015 8:21:23.802325AM EST
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Washington_George_RES_223_33_3677_GW_admin_srvcs_resume.pdf	105,479	11/20/2015 8:21:23.802325AM EST						
	<p>Click on the Home button when you are done retrieving the application file and attachments.</p> <p></p>							